

**LICENSE RENEWAL NOTICE - FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE**

CHP 361L (Rev 1-99) OPI 062

**In Approximately 60 days Your Fleet Owner Inspection and Maintenance Station License Will Expire.**

To continue your authorization to operate a Fleet Owner Inspection And Maintenance Station (IMS), you must renew your license in accordance with the following instructions. You will not receive any additional reminders to renew your license and there is ***no grace period***. IMS licenses are valid only at the stations indicated on the license and the licensed activity must cease immediately upon expiration of the license. **IT IS UNLAWFUL TO OPERATE AN INSPECTION AND MAINTENANCE STATION WITHOUT A VALID LICENSE.**

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**APPLICATION PROCEDURES**

Enclosed you will find an APPLICATION FOR FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE (CHP 361N). Print legibly or use a typewriter to complete the application. Make a copy for your file.

The completed signed application and \$5.00 renewal fee must be **received by the CHP** prior to expiration of the current license to avoid an additional \$5.00 late fee. To ensure adequate time for processing of your application, **your renewal application and fee must be submitted at least four weeks prior to the expiration of the current license.**

A license will not be issued prior to the receipt of a properly completed application and appropriate renewal fee. The completed application and renewal fee should be mailed to:

California Highway Patrol  
Accounting Section (IMS Licensing Program)  
P. O. Box 942902  
Sacramento, CA 94298-2902

**DO NOT SEND CASH OR COMBINE WITH ANY OTHER APPLICATION OR FEE**

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**APPLICATION LINE BY LINE INSTRUCTIONS**

Confirm the information on the preprinted application, line out all incorrect information and fill in current information. **Complete all entries.**

**APPLICANT'S NAME:** This name must be the same name listed for your California Carrier Identification Number (CA Number).

**ATTENTION:** Enter the name of the person this license is to be mailed to.

**NAME CHANGE:** If your company previously held a CHP IMS license under a different name, enter that name.

**TELEPHONE NUMBER:** Enter the phone number for the applicant.

**DOING BUSINESS AS:** List additional names that you are doing business as other than the APPLICANT'S NAME.

**STREET ADDRESS, CITY, STATE, and ZIP CODE:** Enter the complete address for the Inspection and Maintenance Station.

**MAILING ADDRESS, CITY, STATE, and ZIP CODE:** Enter the complete mailing address where the license is to be sent.

**LEGAL OWNER:** Enter the owner(s) of the company applying for this license.

**CALIFORNIA CARRIER IDENTIFICATION NUMBER:** Enter your CA number.

**FILE CODE NUMBER:** Enter the file code number assigned to the licensed location.

**CHP FLEET OWNER INSPECTION AND MAINTENANCE STATION LICENSE NUMBER and EXPIRATION DATE:** Enter current CHP IMS license number and expiration date.

**TOTAL VEHICLES OPERATED:** Enter the number of powered and towed vehicles operated from this location.

**APPLICANT BACKGROUND:** If your response is yes to any of the questions, ***provide an explanation on the back*** of the application. Attach an additional sheet if necessary.

**CERTIFICATION AND APPLICANT'S SIGNATURE:** An authorized corporate officer or authorized representative of the company must sign the application and print or type his or her name and title.

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**MOTOR CARRIER SAFETY UNIT APPROVAL**

**Approval from the Motor Carrier Safety Unit** is required when an application is received by the CHP 30 days after the license expired, the station has relocated, or a change in ownership has occurred.

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**QUESTIONS/ADDITIONAL FORMS**

If you have questions about the application process or required fee, or if you need additional forms, contact the CHP Commercial Vehicle Section at (916) 327-5039 or submit FAX request to (916) 446-4870.

**If your company name or address has changed** you will also need to submit with your application (CHP 361N) a completed CHP 362, Motor Carrier Profile. Failure to update changes in carrier profile information could delay processing of your License.

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**LATE OR INCOMPLETE APPLICATION**

Your completed renewal application and the correct fee ***must be received prior to the license expiration date***. Pursuant to Vehicle Code (VC) Section 2501, applications for license renewal received after the license expiration date, or incomplete applications not corrected prior to the license expiration date, must be accompanied by \$10.00. If the license is not renewed within 30 days after the expiration date, the license cannot be renewed, and the applicant must comply with the requirements for obtaining an initial license.

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**CHANGE OF OWNERSHIP OR CONTROL**

**Licenses are non-transferable.** Any change in ownership or control of a licensed activity requires a ***new license***. A change in ownership or control includes, but is not limited to, the addition or deletion of a partner, transfer of ownership between family members, change in corporate status, or a stock transfer of shares possessing more than 50 percent of the voting power (Section 2503(a) VC). Applications for a new (initial) license require Motor Carrier Safety Unit approval and must also be accompanied by a completed CHP 362, Motor Carrier Profile.

(CONTINUED ON REVERSE)

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## STATUTORY AUTHORITY FOR LICENSE

An IMS license is authorized by the laws and regulations of the State of California (Section 2525 VC). Fleet owners licensed as Inspection and Maintenance Stations shall do all of the following:

- (1) Conduct all installations, adjustments, inspections, and maintenance pursuant to Division 12 VC (commencing with Section 24000 VC) and Title 13, Division 2, California Code of Regulations.
  - (2) If engaged in interstate transportation, also conduct inspections and maintenance in accordance with the Federal Motor Carrier Safety Regulations (FMCSR) contained in Title 49, Chapter 3, Parts 390 through 397, of the Code of Federal Regulations.
  - (3) If operating or maintaining vehicles described in subdivisions (a), (b), (d), (e), (f), or (g), of Section 34500 VC, **enroll each licensed inspection and maintenance station in the Department's Biennial Inspection of Terminals Program** pursuant to subdivision (d) of Section 34501.12 VC and pay the fee required by subdivision (e) of that section.
- Fleet owners **may not certify** the adjustment of lamps or brakes or the installation, inspection, repair, or servicing of motor vehicle pollution control devices or systems, except for vehicles in the owner's fleet.

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## QUALIFICATIONS FOR LICENSE

Each fleet owner inspection and maintenance station shall be equipped to inspect, service, and repair vehicles and related components and equipment as required by laws and regulations related to the safe operation of such vehicles.

**Code Publications.** Each station shall maintain readily accessible to the superintendent of maintenance at least one current copy of the California Vehicle Code; Chapter 2, Title 13, California Code of Regulations; and if the fleet is engaged in interstate transportation, Title 49, Chapter 3, Parts 390 through 397, of the Code of Federal Regulations.

**Handbooks and Bulletins.** Each station shall maintain in current status and available to the superintendent of maintenance all appropriate publications issued by the CHP and by manufacturers, including handbooks, bulletins, manuals, and instructions related to safe condition of vehicles, vehicle components, and auxiliary equipment.

**Personnel.** At least one full-time journeyman truck mechanic, as defined in Section 615.1(f) 13 CCR, **shall be regularly employed** in each station.

**Inspection and Maintenance Program.** Systematic inspection and maintenance of vehicles, and records of such inspection and maintenance, shall be in compliance with the provisions of applicable parts of Sections 1232 and 1234 of 13 CCR and, if vehicles are engaged in interstate transportation, the applicable FMCSR.

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## PUBLICATIONS SOURCES

CHP publications are available from the Department's Publications Unit at (916) 657-7252.

The complete California Vehicle Code is available from the Department of Motor Vehicles.

Title 13, California Code of Regulations is available from:

Barclays Law Publishers  
400 Oyster Point Boulevard  
Post Office Box 3066  
South San Francisco, Ca 90480  
(415) 244-6611

Copies of 49 CFR, can be obtained from the U.S. Government Printing Office Book Stores:

Southern California  
Arco Plaza, Level C  
505 South Flower St.  
Los Angeles, CA 90071-2101  
(213) 239-9844

Northern California  
Marathon Plaza  
303 Second St. Room 141S  
San Francisco, CA 94107-1366  
(415) 512-2770

**Internet Access.** The California Vehicle Code may also be accessed through the internet at "<http://www.leginfo.ca.gov/calaw.html>" and Title 49 CFR, at the National Archives and Records Administration's web site at "<http://www.access.gpo.gov/nara/cfr/>".